



# SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

## Community Development Department

10005 EAST OSBORN ROAD, SCOTTSDALE, ARIZONA 85256-9722

### PLANNING SERVICES DIVISION

Phone: 480-362-7600/Fax: 480-362-7714

## Design Review Application PROCESS OVERVIEW

### PRE-APPLICATION SUBMITTAL

(4 weeks)

### PRE-APPLICATION MEETING

### DESIGN REVIEW APPLICATION

1<sup>st</sup> Review – 6 weeks

Subsequent Reviews –  
3 weeks

Preparation for DRC  
Meeting – 3 weeks

1. The applicant requests a **Pre-application Meeting Request Form** from the Planning Services Division (PSD) that outlines the steps to schedule a Pre-application meeting with PSD staff. The applicant first submits a fee to Finance, and then submits the completed Pre-application materials to PSD at the Community Development Department (CDD). If the submittal is incomplete, the applicant will be asked to make corrections and resubmit. If the submittal is complete, a Pre-application meeting date and time will be scheduled. Pre-application submittals are due approximately 19 business days (4 weeks) before the regularly scheduled Pre-application meetings, which are held the first and third Thursday of each month.
2. The Pre-application materials will be reviewed by an assigned PSD case planner. Staff comments will be generated by the case planner identifying key issues, which will be emailed to the applicant three business days before the Pre-application meeting. The Pre-application meeting is held with the applicant, case planner and other SRPMIC staff to review staff comments for the project, plans, timelines and outline code-related issues. The applicant is required to address issues identified in the **Pre-application staff comments** prior to submitting a **Design Review application**.
3. The applicant contacts the PSD case planner assigned during the Pre-application process and schedules a meeting to turn in a complete **Design Review application** packet. If incomplete, the applicant will make corrections and resubmit. If the application is accepted, the packet will be routed to concerned SRPMIC departments for review. The PSD case planner will conduct a staff review, compile review comments received from SRPMIC departments, write staff comments and mark up plans to return to the applicant within about 30 business days of the application. Upon receipt of staff comments, the applicant may schedule a meeting to discuss comments or make revisions accordingly and resubmit. If staff comments are not addressed in the resubmittal, the case planner will issue another set of staff comments. Timelines for staff reviews of resubmittals is about 15 business days. If the staff comments are addressed by the applicant, the case planner will schedule a **Design Review Committee (DRC) Meeting** for the application and generate a staff report for the Design Review

Committee (DRC). DRC meetings are held the second and fourth Thursday of each month. When Design Review applications are ready to be presented to the DRC, it takes 15 business days to schedule and prepare for the meeting. A copy of the staff report will be emailed to the applicant 5 business days prior to the meeting.



4. The DRC, PSD staff, and the applicant attend the **DRC Meeting** to review the application. The PSD case planner will present the staff report to the DRC, which would include stipulations to guide the applicant in developing construction plans. At the meeting, the DRC will make a determination to approve with or without stipulations, continue or deny the application. A continued application typically takes about 15 business days to process from receipt of resubmittal. If approved by the DRC, the applicant may prepare to submit plans to SRPMIC ECS Compliance Division for a construction permit.
5. The applicant may contact SRPMIC ECS Compliance Division at 480-362-7738 to obtain a construction permit application to **submit construction plans for review**. The applicant is responsible for satisfying all conditions of the DRC approval prior to submitting for construction permits.
6. ECS Compliance Division will **issue a construction permit** once all departments have approved the construction documents.

**Note:** The above timeframes only account for staff review processing time from receipt of requested information.